Request for Student Assistant

Department:____________________________________________________
Requestor:_____________________________________________________
Job title:_______________________________________________________
Number of hours per week:________________________________________
Proposed wage:_________________________________________________
Beginning and ending dates:_______________________________________
Name of student assistant (if known): _______________________________
Please describe the work that needs to be done:

How would the work otherwise be performed:

What qualifications are needed? Include knowledge, skills and physical abilities.

How will the student employee be evaluated?

Please return completed forms to Human Resources, Bush Hall, Room 103 by 12/5/08